

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540.428.8712

Fax: 540.347.5753

NOTICE OF CATALOG DISCOUNTS

DATE: April 6, 2005

COMMODITY NAME: Discount off supply items, furniture, and equipment

REFERENCE NUMBER: Fauquier County's Discount No. 183443

CONTRACT PERIOD: February 1, 2005 – June 30, 2007

DISCOUNT: 15% Discount off supply items*
8% Discount off furniture and equipment*
Free Shipping and handling on all orders*
Minimum Order \$25.00

EXCLUSIONS: *Not valid on bids, LibrarySparks tm magazine, 3M security products, sale catalogs, orders already in progress or with other discounts. Additional charges for inside delivery, lift gate delivery or prior notification may be prepaid and added to your invoice.

CONTRACTOR: Highsmith, Inc.
W5527 State Road 106
P.O. Box 800
Fort Atkinson, WI 53538-0800
Shawna Ley, Regional Bid Sales Coordinator
Phone: 800-543-2180
Fax: 800-350-6236
Email: sley@highsmith.com

TERMS: 45 Days

DELIVERY: Free Shipping and handling on all orders*
(see exclusions)

FOR FURTHER INFORMATION CONTACT: Roxanne Ehardt, VCO, Buyer
Phone: 540.428.8712

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: **This offer does not represent an exclusive or contractual relationship. Three (3) competitive bids are still required for orders greater than \$5,000.00.**

By: _____
Roxanne Ehardt, Buyer
FCG&PS Procurement

INSTRUCTIONS

1. **Orders:** All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 428-8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.



April 7, 2005

Roxanne Ehardt
Fauquier County Government and Public Schools
Procurement Division
320 Hospital Drive, Suite 23
Warrenton, Virginia 20186
Phone: 540.428.8712
Fax: 540.347.5753

Dear Roxanne,

Effective immediately, you will receive the following special discounts on products ordered from current **Highsmith** and **Upstart** catalogs.

Fauquier County's Discount No. 183443.

Discount: **15% Discount off supply items***
 8% Discount off furniture and equipment*
 Plus ...FREE shipping and handling on all orders! *
 Minimum Order \$25.00

Discount Period: February 1, 2005 - June 30, 2007

*Not valid on bids, LibrarySparks™ magazine, 3M security products, sale catalogs, orders already in progress or with other discounts. Additional charges for inside delivery, lift gate delivery or prior notification may be prepaid and added to your invoice.

Please feel free to contact us with any questions or comments you may have.

Contact Information:

Shawna Ley
Regional Bid Sales Coordinator
Phone No.: 1-800-543-2180
Fax No.: 1-800-350-6236
Email: sley@highsmith.com

Please reference the discount number shown above on any purchase orders to Highsmith. This will ensure that all discounts will apply. You can also save time and place your order online at www.highsmith.com. Insert your discount number in the promotion code field and your discount will be applied automatically. We look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Shawna Ley".

Shawna Ley
HIGHSMITH INC.

***Note: A purchase order number is required FIRST before purchases are made online.**

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